

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 4 ADMINISTRATION –SPECIALIZED FOSTER CARE PROGRAM**

VACANCY ANNOUNCEMENT

Mental Health Services Coordinator I

Service Area 4: Multidisciplinary Assessment Team (MAT) Coordinator

Service Area 4 Administration (SA4) is seeking a highly-motivated, organized, and efficient individual to fill the full-time position of Mental Health Services Coordinator I (MHSCI) with the Specialized Foster Care Program (SFC) for its Multidisciplinary Assessment Team (MAT). MAT is a collaborative effort between the Department of Mental Health (DMH) and Department of Children and Family Services (DCFS) designed to ensure immediate and comprehensive psychosocial and multidisciplinary assessment of child/family needs when a child enters foster care. The MHSCI will partner with SA 4 Administration, MAT, Wrap-around, Family Preservation and SFC staff, as well as DCFS and contract providers to assist with program monitoring and data tracking, and to ensure timely assignment and completion of MAT assessments.

ESSENTIAL JOB DUTIES:

1. Utilize computer programs to create forms and data files, and regularly communicate with 9 provider agencies to gather data from fax notification forms and assessment reports in order to track, maintain and coordinate the data for the MAT program.
2. Ensure completion of regular weekly/monthly tracking forms by the 9 provider agencies and analyze discrepancies between an agency's tracking forms and the Services Area 4 MAT tracking log. This includes following up with 9 provider agencies regarding discrepancies in reports to ensure data completion for all MAT cases.
3. Work with multidisciplinary team to compile and analyze reports for contract providers, SA4 Administration, DMH and DCFS Countywide Administration regarding performance outcomes for MAT.
4. Collaborate with SA4 contract monitors and administration to create and provide monthly allocation reports to 9 provider agencies regarding their case completion rate and their utilization of funding. Assist in provider record review as needed to ensure appropriate usage and understanding of SA 4 MAT funding and quality documentation.
5. Collaborate with DCFS MAT Coordinators, DCFS Service Linkage Specialists, and the 9 SA 4 provider agencies to assist with case assignment.
6. Develop and utilize knowledge of Service Area 4 resources to assist providers with linkage to needed treatment and community resources.
7. Utilize the DMH Integrated System (IS) to verify linkages have been completed for MAT cases and enter IS data into the Service Area 4 MAT tracking log and RTS system.
8. Maintain list of MAT providers, supervisors and staff, including specialties, area of expertise, and language capacity to facilitate MAT referral process.
9. Create and maintain an organized filing system for final assessment reports received from 9 provider agencies.
10. Co-facilitate regular MAT provider meetings with DMH MAT Psychologist and DCFS MAT coordinators.

DESIRABLE QUALIFICATIONS:

1. Excellent analytical skills and attention to detail.
2. Strong organizational skills, ability to multitask and prioritize projects.
3. Excellent interpersonal, oral and written communication skills.
4. Ability to establish collaborative, mutually respectful, working relationships with individuals at DCFS and DMH, as well as with agency providers.
5. Proficiency in usage of MS Office products, such as Word and Excel, as well as accurate data entry ability.
6. Knowledge of DMH and DCFS Specialized Foster Care programs, the MAT program, the Child Welfare System and children's mental health needs.
7. Knowledge of SA4 community resources and mental health programs that may benefit high-risk children and families.

Interested employees who currently hold the payroll title of Mental Health Services Coordinator I should send a resume, last two (2) performance evaluations, and time history for the past year to **Veronique Warner Psy. D.** at vwarner@dmh.lacounty.gov and cc her secretary, **Mariette Melkonian** at mmelkonian@dmh.lacounty.gov.

**Veronique Warner, Psy. D.
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